

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Maintenance for Building Automation	
Solicitation No. - N° de l'invitation 6D063-145736/A	Date 2015-07-10
Client Reference No. - N° de référence du client 6D063-145736	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-9521	
File No. - N° de dossier WPG-4-37339 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-24	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 891-6126 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PUBLIC HEALTH AGENCY OF CANADA 1015 ARLINGTON ST WINNIPEG Manitoba R3E3P6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

6D063-145736/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg010

Client Ref. No. - N° de réf. du client

6D063-145736

File No. - N° du dossier

WPG-4-37339

CCC No./N° CCC - FMS No/ N° VME

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TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION.....	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	11
PART 6 - SECURITY	13
6.1 SECURITY REQUIREMENTS	13
PART 7 - RESULTING CONTRACT CLAUSES	14
7.1 STATEMENT OF WORK.....	14
7.2 STANDARD CLAUSES AND CONDITIONS.....	15
7.3 SECURITY REQUIREMENTS	15
7.4 TERM OF CONTRACT	16
7.5 AUTHORITIES	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	17
7.7 PAYMENT	17
7.8 INVOICING INSTRUCTIONS	19
7.9 CERTIFICATIONS	19
7.10 APPLICABLE LAWS.....	20
7.11 PRIORITY OF DOCUMENTS	20
7.12 INSURANCE REQUIREMENTS	20
ANNEX A	21
STATEMENT OF WORK	21
APPENDIX 1	29
CANADIAN BIOSAFETY STANDARDS AND GUIDELINES	29
APPENDIX 2.....	30
EQUIPMENT LIST FOR REFERENCE	30

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

ANNEX B	31
BASIS OF PAYMENT	31
ANNEX C	36
SECURITY REQUIREMENTS CHECK LIST	36
ANNEX D	37
COMMERCIAL GENERAL LIABILITY INSURANCE	37
ANNEX E	38
TASK AUTHORIZATION FORM PWGSC-TPSGC 572	38
ANNEX F	39
TASK AUTHORIZATION USAGE REPORT	39

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Certification, the Insurance Requirements, the Task Authorization Form 572 and TA Usage reporting form.

1.2 Summary

- 1.2.1 The Public Health Agency of Canada (PHAC) requires a contractor who is an ABB Canada approved partner, to provide all labour, materials, tools, equipment, transportation and supervision to provide annual maintenance service to an ABB 800xA Building Automation System; subscription to ABB's Automation Sentinel Maintain Plus program, ABB factory support, materials and repairs required as requested. Work is to be performed at the Canadian Science Centre for Human and Animal Health located at 1015 Arlington Street, Winnipeg, Manitoba, Canada. The Contractor is to maintain the equipment identified in Appendix 2 operating at optimum efficiency and performance levels as per manufactures specifications

The period of the contract is two (2) years from contract award (anticipated start date November 1, 2015) with Canada retaining an irrevocable option to extend the Contract for three (3) additional one (1) year periods. Work shall be complete in accordance with the Statement of Work and terms and conditions specified herein.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

1.1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of the work as described in Annex "A".
- b) Provision of firm pricing for all items in Annex "B", Basis of Payment.
- c) The Contractor must be an approved channel partner with ABB Canada, with respect to ABB 800xA system. Bidder must provide a letter or certificate from ABB Canada indicating contractor is an approved channel partner with respect to ABB 800xA system.
- d) Contractor must have the ability to provide a minimum of 2 ABB factory trained in the 800xA system technicians. Contractor must provide a letter or certificate from ABB for each proposed technician indicating they have been factory trained in the 800xA system.
- e) Proposed technicians must each have a minimum of one consecutive year experience working on ABB 800xA system. Contractor must provide resume outlining work experience on ABB 800xA system for each proposed technician.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by Bidders to meet any of the mandatory requirements will render the Bidder's proposal non-responsive.

4.1.2 Financial Evaluation

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.4 Education and Experience

5.2.3.4.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A Statement of Work and Annex B Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form, PWGSC-TPSGC 572 specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$TBA, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

SACC Manual Clause B9031C (2011-05-16), Canada's Obligation - Portion of the Work – Task Authorizations

7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed in Annex F. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

For all authorized tasks:

- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.
4003 (2010-08-16) Licensed Software, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
 - (b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is two years from contract award inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christie Maki
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, MB R3B 0T6
Telephone: (204) 891-6126
Facsimile: (204) 983-7796
E-mail address: Christie.maki@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____ TBD _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment-Firm Price

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 1:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$ TBD. Customs duties are included, and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.1.1 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.7.2 Basis of Payment-Limitation of Expenditure- Task Authorizations

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 2:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2.1 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TBD. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Basis of Payment- Firm Unit Prices

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 4:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$TBD. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C4001C (2014-06-26) Travel and Living Expenses – No Allowance for Profit and Overhead
H1008C (2008-05-12), Monthly Payment
H3028C (2010-01-11), Advance Payment

7.7.4 Discretionary Audit

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

7.7.5 Time Verification

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9.2 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B1501C (2006-06-16) Electrical Equipment
B7500C (2006-06-16) Excess Goods
C5201C (2008-05-12) Prepaid Transportation Costs

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03) General Conditions- Higher Complexity- Services;
- (c) 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance;
- (d) 4003 (2010-08-16) Licensed Software;
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List;
- (h) Annex D, Commercial General Liability Insurance;
- (i) Signed Task Authorizations (including all of its annexes, if any);
- (j) Annex F Task Authorization Usage Report;
- (k) the Contractor's bid dated _____.

7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF WORK

Maintenance for Building Automation

1. Scope of Work

The Public Health Agency of Canada (PHAC) requires a contractor who is an ABB Canada approved partner, to provide all labour, materials, tools, equipment, transportation and supervision to provide annual maintenance service to an ABB 800xA Building Automation System; subscription to ABB's Automation Sentinel Maintain Plus program, ABB factory support, materials and repairs required as requested. Work is to be performed at the Canadian Science Centre for Human and Animal Health located at 1015 Arlington Street, Winnipeg, Manitoba, Canada. The Contractor is to maintain the equipment identified in Appendix 2 operating at optimum efficiency and performance levels as per manufactures specifications

2. Background

As Canada's leading public health infectious disease laboratory, the National Microbiology Laboratory (NML) and the National Centre for Foreign Animal Diseases are responsible for the identification, control and prevention of infectious human and animal diseases. The NML is located in the Canadian Science Centre for Human and Animal Health, the only facility to have high containment laboratories for human and animal health in one facility. It is recognized as a leading facility in an elite group of 15 centres around the world, equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms.

3. Deliverables:

3.1 Scheduled Services:

Part A:

Annual Subscription to ABB's Automation Sentinel Maintain Plus Program.

The contractor will provide an Annual Subscription to ABB's Automation Sentinel Maintain Plus Program for complete coverage of the CSCHAH Building Automation System where users are offered support for existing software along with the ability to install the latest system software including Engineering and the operating workplace but the controller firmware as well to new software versions as outlined in appendix 2, which must include:

Software maintenance and upgrades, accesses to expert product and extended software support, selected system 800 xA control libraries, Cyber and IT security test and validation reports, hardware and software qualification reports and benchmarking, my control system and solution back premium access.

Part B:

Annual Preventative Maintenance Inspection:

Contractor is required to perform one (1) preventative Maintenance inspection per year on the building automation system as outlined in appendix 2 at a time negotiated between the Contractor and the Project Authority.

Preventative maintenance program will as a minimum be comprised of:

Submittals:

- Maintain records and logs of each maintenance task on site
- Submit records to PHAC Project Authority after inspection indicating that planned and systemic maintenance have been accomplished
- Revise and submit to PHAC Project Authority record drawings, documentation and commissioning reports to reflect changes, adjustments and modifications to BAS made under included maintenance and support services and/or warranty periods.

Maintenance and Support Services:

- Schedule support and maintenance with Project Authority
- Do not perform any work on operating systems, without approval of the PHAC Project Authority
- Provide and conduct a detailed maintenance schedule and on-site inspection for system components as per manufacture recommendations for System Health.
- Inspect and assess systems for potential issues.
- Perform a site maintenance service every twelve (12) months
- Upon PHAC request, provide all software and firmware updates, service patches, ensuring compatibility, etc. to the latest version applicable to the hardware outlined in Appendix 2.
- Provide a minimum of one qualified service person
- Allow for a minimum of three days, each eight (8) hours long, on site for each service.
- Answer questions on system installation, operation and maintenance
- Assist PHAC staff with any system maintenance or operational issues.
- Provide a written report summarizing the work performed on site
- Provide system modifications in writing. No system modification, including operating parameters and control settings to be made without prior written approval by the PHAC Project Authority.

3.2 As Requested Services

Part C

Remote Technical Support:

The Contractor must provide on-call emergency repair services on a 24 hour/day, 7 days / week, as requested. Technical support must be available by phone 24 hours a day, 7 days a week. Remote Technical support is to be available on an emergency basis. Failure of equipment or systems to perform their basic functions is considered an "emergency".

At the request of PHAC Project Authority, or designated representative, contractor must provide remote technical support for non-critical issues during business hours.

Support must be staffed with English speaking service personnel knowledgeable of ABB 800xA Building Automation System and associated products and ability to troubleshoot system.

Remote technical support must include at the minimum, technical telephone support and troubleshooting via a remote access into the system.

Remote Technical Support will be requested in 5 hour blocks, by way of a Task Authorization. 5 hour blocks will be valid for the length of the contract. After each phone call, the contractor will email the Technical Authority a running total of time used in 15 minute increments. The Technical Authority will

review for accuracy and bring any discrepancies to the contractor's attention within 2 weeks. The contractor will invoice PHAC when each 5 hour block is used up.

Part D

Emergency On-site Services

- Respond to service calls onsite upon request when BAS is not functioning correctly.
- Qualified control personnel to be available to provide on-site service upon a critical failure, whenever required.
- A critical failure is the inability to operate any critical system supplied by the Vendor
- Critical systems include but are not limited to:
 - Communication networks
 - HMI systems
 - Air system controllers
 - CL3 room controllers
 - CL4 room controllers
 - Utility system controllers
- The following are not considered critical failures:
 - Failure of a single General Purpose (GP) room controller
 - Failure of a single CL2 room controller
- Redundant systems/components, where the primary system/component has failed and the secondary system/component is successfully operating is not deemed to constitute a critical failure, unless there is reason for the Project Authority to believe that failure of the secondary system is probable.
- Furnish the Project Authority with a telephone number where service personnel may be reached at any time.
- Perform work continuously until BAS is restored to a reliable operating condition.
- Response time to emergency service calls shall be 6 hours.
- Record each service call request, when received separately on approved form and include:
 - Serial number identifying component involved
 - Location, date and time call received
 - Nature of trouble
 - Names of personnel assigned
 - Instructions of work to be done
 - Amount and nature of materials used
 - Time and date work started
 - Time and date of completion

Part E

Additional Support Services

- At the request of PHAC Project Authority, or designated representative, provide support services. A mutually agreed upon date must be negotiated within 2 weeks.
- Personnel to be fully qualified in the support of the system

Part F:

Materials:

At any time during the Contract period, miscellaneous related items available in the current year's ABB System 800xA product catalogue may be purchased as incidentals to services that are requested by Task Authorizations.

- At the request of PHAC Project Authority, or designated representative, contractor to provide materials.
- Materials may not be stored on site without Departmental Representative's approval. The CSCHAH does not accept responsibility for materials or equipment stored on site
- Materials and replacement parts that match existing building standard and code requirements are to be used. Alternative materials must have prior approval of the Project Authority. Any changes are to be approved by the Project Authority.
- Products of same type as existing, including classifications, are to be used unless otherwise approved by the Project Authority. For new products approved, use products from one manufacturer only.
- Use new materials that conform to, or exceed the minimum applicable standards of the Canadian Government Standards Board (CSA) and / or the National Building Code of Canada.
- The Contractor shall ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS).
- Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The warranty period will be 12 months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.
- Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good, and the Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location and will be reimbursed its reasonable travel and living expenses.
- The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work replaced, repaired or corrected pursuant to subsection 1, for the greater of:
 - a. the warranty period remaining, including the extension, or
 - b. 90 days or such other period as may be specified for that purpose by agreement between the Parties.

Part G

Optional Goods and Services

In addition to Part F above, at any time during the Contract period, miscellaneous related items available in ABB System 800xA product catalogue may be purchased as Optional Goods and Services. These items can only be purchased through a contract amendment done by the Contracting Authority.

4. Additional Requirements:

- 4.1 After any maintenance or repair work performed, the Contractor's technician must perform a test run at the completion of the work and prior to program use to ensure equipment is operating safely.
- 4.2 The Contractor will provide 10 working days notice to the Project Authority prior to commencement of any equipment being serviced.
- 4.3 The Contractor must read blueprints and specification documents to determine size, extent of project and requirements, compliance with codes and safety regulations.
- 4.4 The Contractor will advise the Project Authority of product defect or damage.
- 4.5 Should a repair be performed on a unit and the same problems re-occurs within a seven (7) day period, CSCHAH will not compensate the Contractor for a return service call. The call back period will be seven (7) working days after the inspection / repair has been signed off by the Project Authority.
- 4.6 Services may only be requested by the project authority or their delegate. No work is to be performed without receipt of a hard copy Work Order. A work order number will be provided by the Project Authority for each request for service. For "as requested" services, outlined in 3.2 above, a signed Task Authorization must also be received prior to commencement of work.
- 4.7 When the project authority or their delegate contacts the Contractor for service after normal business hours and/or on weekends, the Contractor is to contact the Project Authority on the first working day following the request to obtain a work order number. "As requested" services work may not commence without a signed Task Authorization.
- 4.8 Normal business hours are 0800 to 1630 hours, Monday through Friday inclusive, excluding holidays.
- 4.9 When requested by the Project Authority, the Contractor will submit a written plan of operation for approval. This is to ensure all work is being performed in a safe manner and will not cause damage to property or equipment, nor impact on critical laboratory programs.
- 4.10 Repairs and parts will require authorization from the Project Authority. The Project Authority may, at any time during the period of the contract, evaluate this authorization. Any change to the authorization will be provided to the Contractor in writing.

5 Personnel

- 5.1 The Contractor must have the ability to provide a minimum of two (2) ABB 800xA system factory trained technicians in the available to perform maintenance, troubleshooting and repair on the units

identified in Appendix 2. Technicians must have a minimum of one (1) year experience working on equipment technically comparable to the units identified. Technicians must be fluent in English.

6 General Requirements:

6.1 Specifications and Standards

6.1.1 The Contractor shall pay all fees, obtain certificates and permits as required by code and provide the appropriate authorities having jurisdiction with all required information. The contractor will provide these certificates and permits to the Project Authority

6.1.2 All required licenses, certifications and permits must be kept current throughout the entire term of this contract.

6.1.3 The contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of but not limited to:

- (a) Canadian Biosafety Standards and Guidelines (CBSG);
- (b) Provincial Fire Code;
- (c) ULC Standard CAN/ULC-S536-04
- (d) National Fire Protection Association Standards;
- (e) National Fire Code of Canada
- (f) Canada Labour Code, Part II;
- (g) Fire Commission of Canada #301, Standard for Building Construction Operations;
- (h) Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statutes and authorities;
- (i) Materials and workmanship must conform to or exceed applicable standards of Canada Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM) and reference organizations;
- (j) Equipment or system manufacturer's specifications and calibration settings, instruction manuals and / or leaflets;
- (k) Building specifications; and
- (l) Workplace Hazardous Materials Information System (WHMIS)
- (m) In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.

6.1.4 All of the above codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.

7. Special Requirements

7.1.1 Facility Access

- 7.1.1.1 Only those resources whose names appear on the Contractor's approval list will be allowed access to the site under this Contract.
- 7.1.1.2 The Contractor and his/her resources must provide valid photo identification and register with CSCHAH Security on-site when entering and leaving the facility to obtain and return a facility access pass.

7.1.2 Building Policies

- 7.1.2.1 All approved designated resources of the Contractor must attend an orientation session on CSCHAH building policies. PHAC will conduct this session and subsequent orientation sessions will be made available for new Contractor resources during the duration of this Contract.
- 7.1.2.2 The CSCHAH is a LATEX GLOVE FREE facility. No latex gloves are permitted in the facility.
- 7.1.2.3 All materials coming to the facility must be delivered to CSCHAH shipping and receiving. At the time of delivery, leave packing or delivery slips for materials or replacement parts with the person or persons appointed by the Project Authority.
- 7.1.2.4 Wherever possible, the use of scented products is to be minimized. Contractor's employees working on-site at the CSCHAH are to be advised to limit the use of scented personal products (perfumes, aftershaves, etc.).

7.1.3 Immunization and Health Certificates

- 7.1.3.1 Immunization and a health assessment may be required depending on the work location in the building and level of risk. Risk assessment will be completed prior to any work of this nature being undertaken and the Contractor will be advised of any requirements. If required, the Contractor is responsible for providing the required immunization and health assessment to their employees. As a minimum, the following shall apply:
- 7.1.3.2 Basic requirements for entry into CL02 – Current TD (tetanus) booster; i.e. within the past 10 years; Hepatitis B advised.

7.1.4 Parking

- 7.1.4.1 Parking will be made available at 1015 Arlington Street to Contractors holding contracts and Standing Offer Agreements with the CSCHAH. Only vehicles with proper signage, operated by a contractor who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are left on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).
- 7.1.4.2 Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.
- 7.1.4.3 Contractors must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
- 7.1.4.4 There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
- 7.1.4.5 There will be no overnight parking or storage of a vehicle allowed.

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

7.1.4.6 CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.

7.1.4.7 Unauthorized vehicles will be subject to tow at the owner's expense

Solicitation No. - N° de l'invitation
6D063-145736
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APPENDIX 1

Canadian Biosafety Standards and Guidelines

The Canadian Biosafety Standards and Guidelines (CBSG) provide information regarding the controls and restrictions when working in containment laboratories. The CBSG is online and the link is <http://canadianbiosafetystandards.collaboration.gc.ca/cbsg-nldcb/index-eng.php>. Chapter 4 – Operational Practice Requirements, in particular describes the operational practice requirements designed to mitigate risks.

Note: Maintenance personnel and service contractors are not required and/or permitted to enter a CL4 space to perform repairs or installations unless the laboratory is shut down and decontaminated.

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

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wpg010
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APPENDIX 2

Equipment List for Reference

Two (2) aspect servers

Two (2) connectivity servers

One (1) historian server

Eight (8) Redundant AC800M Controllers

Approximately 200 I/O stations

All ABB supporting software

Ten (10) Workstations

Ensure Third party integration onto the ABB 800xA System servers, including but not limited OPC client, virus protection.

ANNEX B

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

PRICING SCHEDULE 1: SCHEDULED SERVICES

Firm Unit Pricing as per Annex A, GST (if applicable) Extra					
Item No.	Description	Unit of Issue	Estimated Qty.	Firm Unit Price	Extended Price
A	Annual Subscription to ABB's Automation Sentinel Maintain Plus Program as per Part A of Annex A. <i>SACC Manual</i> clause H3028C (2010-01-11), Advance Payment will apply to this item.				
1	Contract Year 1	EACH	1	\$	\$
2	Contract Year 2	EACH	1	\$	\$
3	Option Year 1	EACH	1	\$	\$
4	Option Year 2	EACH	1	\$	\$
5	Option Year 3	EACH	1	\$	\$
B	Annual preventative maintenance inspection as per Part B of Annex A				
1	Contract Year 1	EACH	1	\$	\$
2	Contract Year 2	EACH	1	\$	\$
3	Option Year 1	EACH	1	\$	\$
4	Option Year 2	EACH	1	\$	\$
5	Option Year 3	EACH	1	\$	\$
Subtotal (i)					\$

PRICING SCHEDULE 2: "AS REQUESTED" SERVICES

TASK AUTHORIZATIONS

Additional service may be required on an "as and when requested" basis and authorized by Public Health Agency Canada. The work requested must be for the type of services defined in the Statement of Work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates for "as and when requested" services in addition to the work described in Pricing Schedule 1.

Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Firm Unit Pricing as per Annex A, GST (if applicable) Extra					
Item No.	Description	Unit of Issue	Estimated Qty.	Firm Unit Price	Extended Price
C	Remote Technical Support-as per Part C of Annex A				
1	Contract Year 1	5 hour block	3	\$	\$
2	Contract Year 2	5 hour block	3	\$	\$
3	Option Year 1	5 hour block	3	\$	\$
4	Option Year 2	5 hour block	3	\$	\$
5	Option Year 3	5 hour block	3	\$	\$
D	Hourly fee for Emergency On-site Services- as per Part D of Annex A. Regular Hours: Monday to Friday 08:00-16:30				
1	Contract Year 1	HOUR	40	\$	\$
2	Contract Year 2	HOUR	40	\$	\$
3	Option Year 1	HOUR	40	\$	\$
4	Option Year 2	HOUR	40	\$	\$
5	Option Year 3	HOUR	40	\$	\$

Solicitation No. - N° de l'invitation
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Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

Firm Unit Pricing as per Annex A, GST (if applicable) Extra					
Item No.	Description	Unit of Issue	Estimated Qty.	Firm Unit Price	Extended Price
Hourly fee for Emergency On-site Services- as per Part D of Annex A. Outside Regular Hours					
6	Contract Year 1	HOUR	40	\$	\$
7	Contract Year 2	HOUR	40	\$	\$
8	Option Year 1	HOUR	40	\$	\$
9	Option Year 2	HOUR	40	\$	\$
10	Option Year 3	HOUR	40	\$	\$
E Hourly fee for Support Services as per Part E of Annex A Regular Hours: Monday to Friday 08:00-16:30					
1	Contract Year 1	HOUR	120	\$	\$
2	Contract Year 2	HOUR	120	\$	\$
3	Option Year 1	HOUR	120	\$	\$
4	Option Year 2	HOUR	120	\$	\$
5	Option Year 3	HOUR	120	\$	\$
Hourly fee for Support Services as per Part F of Annex A Outside Regular Hours					
6	Contract Year 1	HOUR	120	\$	\$
7	Contract Year 2	HOUR	120	\$	\$
8	Option Year 1	HOUR	120	\$	\$
9	Option Year 2	HOUR	120	\$	\$
10	Option Year 3	HOUR	120	\$	\$
F MATERIALS: As per Part F of Annex A (Not to exceed Manufacturer's suggested retail price.) For miscellaneous related items available in the current year ABB System 800xA product catalogue that may be purchased as incidentals to services requested by Task Authorizations.					
1	Contract Year 1: Miscellaneous related items available in the current published pricelist in effect on date of Task Authorization, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$40,000.00</u>				\$

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

Firm Unit Pricing as per Annex A, GST (if applicable) Extra		
Item No.	Description	Extended Price
2	Contract Year 2: Miscellaneous related items available in the current published pricelist in effect on date of Task Authorization, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$40,000.00</u>	\$
3	Option Year 1: Miscellaneous related items available in the current published pricelist in effect on date of Task Authorization, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$40,000.00</u>	\$
4	Option Year 2: Miscellaneous related items available in the current published pricelist in effect on date of Task Authorization, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$40,000.00</u>	\$
5	Option Year 3: Miscellaneous related items available in the current published pricelist in effect on date of Task Authorization, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$40,000.00</u>	\$
Subtotal (ii)		

* The Extended Price for materials is calculated by subtracting the percentage discount from the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% discount quoted = \$500.00 - (\$500.00 x 10%) = \$450.00

Parts will be supplied FOB Destination including all delivery charges.

PRICING SCHEDULE 3: OPTIONAL GOODS AND SERVICES

Miscellaneous related items not requested by a Task Authorization or incidental to a service, that are available in the current year ABB System 800xA product may be purchased as Optional Goods and Services. These items can only be purchased through a contract amendment done by the Contracting Authority. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

Firm Unit Pricing as per Annex A, GST (if applicable) Extra		
Item No.	Description	Extended Price
G	MATERIALS: As per Part G of Annex A (Not to exceed Manufacturer's suggested retail price.)	
1	Contract Year 1: Miscellaneous related items available in the current published pricelist in effect on date of contract amendment, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$35,000.00</u>	\$
2	Contract Year 2: Miscellaneous related items available in the current published pricelist in effect on date of contract amendment, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$35,000.00</u>	\$
3	Option Year 1: Miscellaneous related items available in the current published pricelist in effect on date of contract amendment, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$35,000.00</u>	\$
4	Option Year 2: Miscellaneous related items available in the current published pricelist in effect on date of contract amendment, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$35,000.00</u>	\$
5	Option Year 3: Miscellaneous related items available in the current published pricelist in effect on date of contract amendment, less a discount of _____% (Bidders to input their percentage discount). Estimated Expenditure: <u>\$35,000.00</u>	\$
Subtotal (iii)		

* The Extended Price for materials is calculated by subtracting the percentage discount from the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% discount quoted = \$500.00 - (\$500.00 x 10%) = \$450.00

Parts will be supplied FOB Destination including all delivery charges.

TOTAL EVALUATED PRICE = subtotal (i) +(ii) + (iii) =\$_____

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Please see attached.

ANNEX D

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

ANNEX E

TASK AUTHORIZATION FORM PWGSC-TPSGC 572					
Task Authorization Order No.:			Date:		
Services For:			Supplier Information:		
Contact Information					
Contracting Authority:			Contractor:		
Telephone:			Telephone:		
Technical Authority:					
Telephone:					
Contract No.:			Delivery Date:		FOB:
Terms: Please refer to the Contract for complete Terms and Conditions.					
1.0 Description of Tasks to be Performed:					
2.0 Period of Services:					
Start Date:			End Date:		
3.0 Location:					
4.0 Costs:					
Item No.	Category of Personnel / Item Description	Unit of Issue	No. of Days / Quantity	Per Diem Rate / Unit Price	Extended Price
				Subtotal	
				GST/HST	
				TOTAL	
5.0 Authorities:					
Authorization: This form must contain the signature of both the Contractor and the appropriate Technical Authority in order for this Task Authorization to be valid. The services detailed under this Task Authorization must be identified on the supporting Contract. Services are not to be provided prior to the completion and signature of this form. Contact the Contracting Officer for more information.					
Supplier: _____ Signature				_____ Date	
Technical Authority: ____ I approve this Task Authorization. ____ I do not approve this Task Authorization for the following reasons: _____ _____.					
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available.					
_____ Signature				_____ Date	

Solicitation No. - N° de l'invitation
6D063-145736
Client Ref. No. - N° de réf. du client
6D063-145736

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37339

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

ANNEX F

TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
10 February	01 November	31 January
10 May	01 February	30 April
10 August	01 May	31 July
10 November	01 August	31 October

Contract No.:	6D063.145736
Work Period:	

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Christie.maki@pwgsc-tpsgc.gc.ca
Or
Facsimile: (204) 983-7796 Attn: Christie Maki



Government
of Canada

Gouvernement
du Canada

RECEIVED

JAN 29 2015

Contract Number / Numéro du contrat

6D063-145736

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Public Health Agency of Canada
Ministère ou organisme gouvernemental d'origine

2. Branch or Directorate / Direction générale ou Direction
National Microbiology Lab

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

Contractor is required to access the premises with no access to sensitive information and/or assets

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes
Non Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

☒ No ☐ Yes
Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

(Specify the level of access using the chart in Question 7. c)

(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

☒ No ☐ Yes
Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.

Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

☐ No ☒ Yes
Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?

S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

☒ No ☐ Yes
Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☐

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions
Aucune restriction relative
à la diffusion

☐

Not releasable
À ne pas diffuser

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

All NATO countries
Tous les pays de l'OTAN

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

No release restrictions
Aucune restriction relative
à la diffusion

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A

☐

PROTÉGÉ A

PROTECTED B

☐

PROTÉGÉ B

PROTECTED C

☐

PROTÉGÉ C

CONFIDENTIAL

☐

CONFIDENTIEL

SECRET

☐

SECRET

TOP SECRET

☐

TRÈS SECRET

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)

NATO UNCLASSIFIED

☐

NATO NON CLASSIFIÉ

NATO RESTRICTED

☐

NATO DIFFUSION RESTREINTE

NATO CONFIDENTIAL

☐

NATO CONFIDENTIEL

NATO SECRET

☐

NATO SECRET

COSMIC TOP SECRET

☐

COSMIC TRÈS SECRET

PROTECTED A

☐

PROTÉGÉ A

PROTECTED B

☐

PROTÉGÉ B

PROTECTED C

☐

PROTÉGÉ C

CONFIDENTIAL

☐

CONFIDENTIEL

SECRET

☐

SECRET

TOP SECRET

☐

TRÈS SECRET

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

6D063-145736

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☒ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).